



# FamilySearch Communities

All countries “How to” Guide, Beginner Level: Instruction

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## Goal

This guide will assist you in how to successfully:

1. Log into your FamilySearch communities account.
2. Find a group to join for your research needs.
3. Navigate this resource-rich site.
4. And how to post questions, upload links to online documents, and how to upload images from your computer.

## What the FamilySearch communities are:

FamilySearch has recently created a new tool for you to get genealogical help in the comfort of your own home. If you can't make it to the Family History Library in Salt Lake City, or one of its Family History Centers worldwide, use the area groups within the online Community Tool to find the research help that you need. Of course, it's free!

You will need a FamilySearch account in order to join the research groups. If you do not have an account, go to FamilySearch.org and click on Free Account in the top right-hand corner.

### 1. How is this forum different than other social media sites?

The communities are for family history and genealogy focused groups and questions.

### 2. What can I do?

- You can ask questions
- Upload documents and get help with translation
- Participate in discussions
- Learn about upcoming webinars
- Discover new resources
- ***Have quick access to useful links all located in one convenient place***

### Use your knowledge and skills to also:

- Answer questions
- Translate documents

- Share new resources

### 3. What groups are available?

Austro-Hungarian Empire, Belgium, and The Netherlands, Chinese, Germany, Italy, Nordic Countries, Poland, Russian Empire, Switzerland, Africa, Canada, and South America. British Isles, and the US has groups by state. There are also groups for Indexing questions, and many more. Come and explore the site to see what will help you best.

#### **How to guide:**

If you are new to FamilySearch.org you will need to create an account first. If you are not new, then follow these steps.

1. Go to FamilySearch.org
2. Go to the "Help" button in the top right-hand corner. Click.
3. A dropdown menu will appear, choose "Community". Click.
4. This will route you to the FamilySearch.org "Sign in" prompt. Sign in.
5. If new, click on the blue "Accept" the FamilySearch Submission Agreement and Upload Guidelines and Policies.
6. Click on the small box.
7. Click on the blue "Next" button.
8. Now you are on the FamilySearch Community "Welcome" page.
9. If you are new, use the "Search" feature in the top right-hand corner to enter in your country or state, or topic, for example indexing. If you are not new, you can either go to "My Feed" or if you have bookmarked your group, you can simply find your FamilySearch icon in your bookmark bar.
10. If you are new to any group, you will need to "Join" or "Request" to join the group.
11. Once joined, or accepted, you can now hover over the name of the Group and "click".
12. Once in the Group you can now scroll through the "Feed" which is in the center.
13. Or invite others to join the "Group" by email. It's always a good idea to let your friends know you have invited them to a group.

#### **Posting a Question:**

1. To POST a question: Only post questions within your specific "Group". Never in the Groups button. Your question will be lost there. Stay within your group. At the center of your "Group" page, there will be a box, with the words, "Post", "Poll" and "Question". Just use the "Post" feature. Keep your question brief and to the point. Supply enough information for others to know how to help. Date, name, places. You can upload a downloaded document or document you have on your computer, by clicking on the tiny "Paper clip" icon, beneath the "Post" box. You also have an "Add Topic" button, which you can use to add a topic, such as translation, specific record collection. This acts like a hashtag # and can make your post easily searched for. You can use other features within the post box, to enhance the font, add bullet points, number, photographs, online links,

and so forth. Once you have added your question, and/or your document or a link to an online document, you can then click on “Share.”

2. You have now shared or posted your question to the group. You may receive emails from FamilySearch informing you that your question has received a response. Check back frequently. If you are within the community, you can see a “Red dot” above a bell in the top right-hand corner.

#### Resource Suggestions:

When working on a project for your area, just go to your group and utilize the quick links, in the column to the right of where you post questions. This column of blue links has been carefully selected to help you find quick online tools to access word definitions, maps and gazetteers, how to guides, the FamilySearch Research Wiki, and even online video tutorials to help you with your handwriting needs and much, much more.

In closing: Don’t forget to log out of the community once you are done. It does not automatically log out.